BILL NO. S-90-12-14

SPECIAL ORDINANCE NO. S-331-90

AN ORDINANCE approving the awarding of Reference #0149 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and **MAIL MANAGEMENT, INC.** for the Office Services Department.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

SECTION 1. That Reference #0149 between the City of Fort Wayne, by and through its Department of Purchasing and **MAIL MANAGEMENT, INC.** for the Office Services Department, respectfully for:

the purchase of mail insertion equipment for the Office Services Department;

involving a total cost of Twenty-Two Thousand One Hundred Sixty-Five and no/100 Dollars ($22,165.00), all as more particularly set forth in said Reference #0149 which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Councilmember

APPROVED AS TO FORM
AND LEGALITY

J. Timothy McCaulay, City Attorney

REF. NO.:	0149
DEPT.:	OFFICE SERVICES
DATE:	11/27/90
ITEM/SERV.:	MAIL INSERTION EQUIPMENT

PURCHASING INFORMATION

ADVERTISED BID:	NO
DATES ADVERTISED:	
OPENING DATE:	
WRITTEN QUOTE:	YES
DUE DATE:	11/16/90
VERBAL QUOTE:	
SINGLE SOURCE:	
NO. OF VENDORS NOTIFIED:	9
NO. OF VENDORS RECEIVING BID:	9
NO. OF VENDORS RETURNING BID:	4
NO. OF VENDORS DISQUALIFIED:	0
NO. OF VENDORS NOT RESPONDING:	5
DATE SENT TO DEPT FOR RECOMM.:	11/19/90
DATE RECOMMENDATION REC'D IN PURCH:	11/26/90
COUNCIL INFORMATION	DATES SENT EXTENSION DATES
DATE INFO SENT TO LAW DEPT.:	11/27/90
INTRODUCTION DATE:	12/11/90
DISCUSSION DATE:	12/18/90
PASSAGE DATE:	1/8/91
ORDINANCE NO.:	

REFERENCE NO. 0149
OFFICE SERVICES
00SD138

DESCRIPTION	PITNEY BOWES	PITNEY BOWES	MAIL MANAGEMENT	BELL & HOWELL CO	POSTAGE/UPS COMPUTING	POSTAGE/UPS COMPUTING
INSERTION EQUIP	$36,884.00	$38,786.00	$23,665.00	$36,570.00	$16,688.00	$15,788.00
TRADE-IN	$7,079.00	$19,393.00	$1,500.00	$100.00	$3,000.00	$3,000.00
EQUIP LESS TRADE	$29,805.00	$19,393.00	$22,165.00	$36,470.00	$13,688.00	$12,788.00
MAINT COST ANNUAL	$2,390.00	$2,571.00	$2,097.00	$3,890.00	$1,838.00	$1,788.00
LENGTH OF WARR	90 DAYS	90 DAYS	90 DAYS	6 MTH PARTS 60 DAYS LABOR	120 DAYS	120 DAYS

ALCATEL
FRIDEN

November 14, 1990

Friden Alcatel
Corporate Headquarters
30955 Huntwood Avenue
Hayward, CA 94544.7084
Telephone: 415.489.6800
Telefax: 415.489.4367
Telex: 797174 (FRICORPHAY)

Ms Dee Densel
City Utilities, Room 340
City/County Building
One Main Street
Fort Wayne, Indiana 46802

Dear Ms. Densel:

This letter confirms that Friden Alcatel recognizes only **Mail Management, Inc.**, as being the authorized Dealer for Sales and Service of Friden Alcatel products in the greater Elkhart and Fort Wayne areas in the State of Indiana throughout and including the following counties:

ADAMS
ALLEN
BLACKFORD
CASS
DE KALB
ELKHART
FULTON
GRANT
HUNTINGTON
JASPER
JAY
KOSCIUSKO
LA GRANGE
LA PORTE
MARSHALL
MIAMI
NEWTON
NOBLE
PULASKI
ST. JOSEPH
STARKE
STEUBEN
WABASH
WELLS
WHITLEY

Sincerely,

K.A.Carracher

Kieran A. Carracher
Vice President, Dealer Operations

FORM #FWPO-2

REQUEST FOR QUOTATION
City of Fort Wayne
DEPARTMENT OF PURCHASES
NUMBER ONE EAST MAIN STREET ROOM 350
FORT WAYNE, IN 46802
FAX 219-427-1393

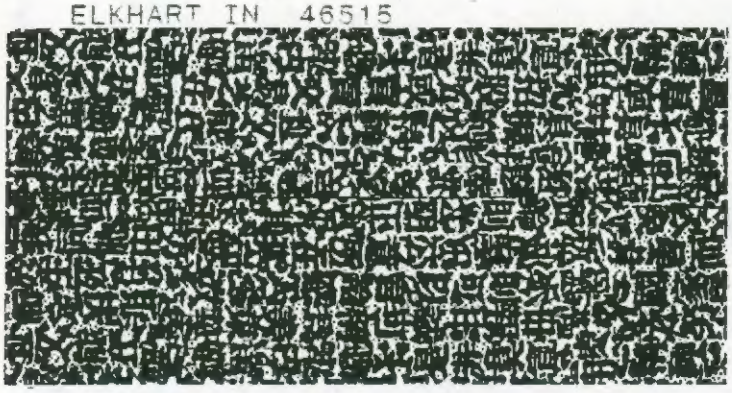
PLEASE INDICATE THIS NUMBER ON ALL CORRESPONDENCE

QUOTE NO. 0149

DATE OF REQUEST	☐ Quotations	☒ Sealed Bids	WILL BE RECEIVED AT THIS OFFICE UNTIL ▶	PAGE
11/02/90			11/16/90 - 4:00 P.M.	

TO

MAIL MANAGEMENT
ATTN: TIM WALKER
P O BOX 1123
ELKHART IN 46515



The Contractor and his sub-contractors, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his hire, tenure, conditions or privileges of employment or any matter directly or indirectly related to employment, because of his race, color, religion, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the contract.

REQUEST FOR QUOTATION
THIS IS NOT AN ORDER

PLEASE QUOTE BELOW LOWEST PRICES, WHICH **MUST INCLUDE ALL DELIVERY CHARGES (INCLUDING FREIGHT, PARCEL POST AND EXPRESS)** UNLESS OTHERWISE SPECIFIED, FOR PURCHASING MERCHANDISE OR SERVICE DESCRIBED BELOW.

QUOTATIONS WILL BE OPENED IN ACCORDANCE TO RULES AND REGULATIONS ON THE REVERSE SIDE OF THIS SHEET.
RESPECTFULLY,

Gloria L Goeglein

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	EA	MAIL CENTER INSERTION EQUIPMENT AS PER ATTACHED SPECIFICATIONS		
		AMOUNT FOR EQUIPMENT: $ 23,665.00		
		AMOUNT FOR TRADE-IN: $ 1,500.00		
		EQUIPMENT LESS TRADE: $ 22,165.00		
		LENGTH OF WARRANTY: 90 Days		
		SERVICE PROTECTION FOR ONE YEAR: $ 2,097.00		
		PRICES TO BE HELD FIRM FOR 90 DAYS		
		FOR INFORMATION CONTACT DEE DENSEL AT (219) 427-1295.		
		THIS IS A SEALED QUOTATION - ENVELOPES WILL NOT BE OPENED UNTIL THE DATE AND TIME STATED ABOVE. WE WILL NOT ACCEPT ANY LATE OR FAXED QUOTATIONS.		
		ALWAYS RETURN THIS COPY OF THE QUOTATION TO THE CITY PURCHASING DEPARTMENT WHETHER OR NOT YOU ACCEPT/DECLINE TO QUOTE.		
		TOTAL PRICE _____ DELIVERY _____ F.O.B. _____		

THIS IS ONLY AN INVITATION TO QUOTE AND NOT AN ORDER. THE ABOVE QUOTES ARE SUBMITTED IN ACCORDANCE WITH THE REGULATIONS ON THE REVERSE SIDE OF THIS SHEET.

SIGNATURE OF BIDDER: Jon V Walker DATE: 11-14-90

VENDOR 2

FOUR STATION FOLDER/INSERTER SPECIFICATIONS

Bid No._____

Four station table top inserter
Scale/shipping system

Capable of conveying four inserts into the carrier envelope.
Capability of handling over 70,000 monthly statements.
Capable of inserting into a variety of envelope sizes:
Maximum size = #10
Minimum size = #6 3/4

Insert thickness = 2.5 mm

Fold Only capability

Electronic double document feature
Doubles detection at the feed station
Automatic setting of doubles and misses detection

Built in Sealer with easily removable brushes
Positive sealing of the envelope.

Heavy Duty insert wheels

Current electrical wiring and outlets must be sufficient.

Currect space must be adaptable.

Local service provided to include parts and labor.

Installation to be completed first of January 1991.

Price to include delivery, set-up, installation, and training.

Shipping System to include UPS services, USPS services.

Price includes freight/shipping.

Trade in for present equipment. $ 1500,00 .

Bid for the above $ 22165.00.

Service protection plan for the above equipment.

Service personnel must be trained by the manufacturer.
Dealer must be authorized by the manufacturer.
All parts and labor must be covered under this protection plan.

Bid for service protection for one year. $ 2097,00 .

Read the first time in full and on motion by Burns, seconded by Talarico, and duly adopted, read the second time by title and referred to the Committee on City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock ____.M.,E.S.T.

DATED: 12-11-90

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Burns, seconded by Talarico, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	7			2
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA				✓
HENRY	✓			
LONG				✓
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: 12-18-90.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ ~~(APPROPRIATION)~~ (GENERAL) (SPECIAL) ~~(ZONING MAP)~~ ORDINANCE RESOLUTION NO. S-331-90

on the 18th day of December, 19 90,

ATTEST: Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

SEAL

Charles S. Redd
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 19th day of December, 19 90, at the hour of 2:00 o'clock P.M.,E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 19th day of December, 19 90, at the hour of 4:10 o'clock P.M.,E.S.T.

PAUL HELMKE, MAYOR

BILL NO. S-90-12-14

REPORT OF THE COMMITTEE ON CITY UTILITIES

PAUL M. BURNS, CHAIRMAN
MARK E. GiaQUINTA, VICE CHAIRMAN
HENRY, LONG, TALARICO

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS

REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ approving the awarding of Reference #0149 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and MAIL MANAGEMENT, INC. for the Office Services Department

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) ~~(RESOLUTION)~~

DO PASS	DO NOT PASS	ABSTAIN	NO REC
Paul M. Burns			
Thomas C. Henry			
Samuel J. Talarico			

DATED: 12-18-90

Sandra E. Kennedy
City Clerk

DIGEST SHEET

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Ref. No. 0149 for the purchase of mail insertion equipment for the Office Services Department. The cost reflects the most responsive of four (4) vendors.

IF NOT LOWEST, WHO WAS AND WHY WERE THEY NOT AWARDED: The bid turned in by Postage/UPS Computing is not authorized by the manufacturer.(SEE LETTER ATTACHED) Therefore, Company does not meet specifications.

EFFECT OF PASSAGE: Replacement of mail insertion equipment in the mail center. Includes four station inserter, folder, nester and postage scale. This is the equipment used daily to send out water bills.

IF REPLACEMENT, WHAT NECESSITATES: Present equipment was purchased in June 1985 and has processed over 4.5 million water bills. This replacement will also have the capability of folding and inserting payroll checks. We also fold and insert direct mailings.

J-90-12-14

EFFECT OF NON-PASSAGE: Rubber bands, glue, paper clips and prayers!

PRIOR APPROVAL REQUESTED: N/A

MONIES INVOLVED: Mail Mgmt $22,165.00

PRICE AGREEMENT:

PURCHASE ORDER: Yes

SOURCE OF FUNDING: Office Svs 513-523-W101-4444

PRIOR APPROVAL: DATE:
(IF APPLICABLE)